

Completion Report and Payment Reimbursement Request

Project Summary

1. Total Cost of the Project (\$):
2. Please provide a summary of the contract including work done and completed by the consultant or contractor. State details of the work that was completed, a statement of the work, detailed costs and the timeline from start to completion. (Add additional pages if necessary).

Project Technical Assistance Detail

3. Provide a summary of project cost breakdown for each project such as consultant and contracting work, Hardware, Software, License, Accessories, etc. Services and finished products such as Engineering, Design, Drawings, Blueprints, Plans, etc. Shipping, Handling, and Taxes or any other costs incurred. Itemize costs in Section 8 below.

Project Technical Assistance Documentation

4. Please provide the following necessary documents and check the boxes “Yes” or “No” in the below table 5. If you checked the box “No” then please provide the brief reasoning in the Comments section or on a separate sheet.
- Documentation for consultation services Detailed Bill, Invoice, Agreement or Contract.
 - Invoices supporting consultant/contractor
 - Engineering and Design documentation

Please provide below-listed documents in the table.

5. Contract/Agreement

No.	Document Required	Document Submitted	Comments
a.	For example: Contract, Agreement, Invoice.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

5a. Invoices supporting services received

No.	Document Required	Document Submitted	Comments
b.	Invoices supporting services from consultants, contractors, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

5c. Plans and Design Documentation

No.	Document Required	Document Submitted	Comments
	Consultant work, Engineering work, Blueprints, Drawings, Plans, and Design documents, etc. for the Technical Assistance that was provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Project Payment Reimbursement Detail

6. Please provide project expenses summary as per budget line item in the below table.

- a. Itemized details for all the expenses claimed on the project for the payment reimbursement should be provided through contract and/or agreement for services and supporting invoices and/or receipts.
- b. The project expenses summary should agree with the total amount in the approved budget or less but not more.

Project Expenses Summary	Grant Funds (in USD)
Consultation Cost:	
Engineering and Design Costs as mentioned above:	
Plans, Blueprints, Drawings cost:	
Shipping, Handling, Mailing, Insurance cost:	
Hardware, Computer Program cost:	
Others expenses (if any):	
Total Requested Reimbursement (\$):	